

INVOICING:

Invoices shall be submitted after completion of work to the requesting agency. Payment shall be paid in full within thirty (30) days after receipt of invoice and acceptance of the work to the State's satisfaction.

PROPOSAL INQUIRIES:

All questions regarding this proposal, including clarifications and proposed specification changes shall be submitted to JASON SARGEANT, Business Administrator, NH Police Standards and Training Council, at jason.p.sargeant@pstc.nh.gov, or Telephone number: 603-271-1792.

Vendor shall include complete contact information including the vendor's name, telephone number and fax number and e-mail address.

VENDOR(S) OPPORTUNITY:

Vendor(s) may also make site visits to any location they chose to bid on if applicable. Vendor(s) are responsible for having ascertained pertinent local conditions, such as equipment conditions, locations, accessibility and general character of the sites knowledge of conditions affecting delivery performance. The act of submitting a bid is to be considered in full acknowledgment that the Vendor(s) is familiar with the conditions and requirements of these specifications.

VENDOR'S RESPONSIBILITY:

Read the entire bid invitation prior to filling it out. Complete the pricing information in the "Offer" section (the unit price is the price for the unit of purchase required by this bid invitation {i.e. each, case, box, etc.}) and all other required information on your offer. The extension is the unit price multiplied by the quantity required by this bid invitation. Also complete the "Vendor Contact Information" section. Finally, complete the company information on the "General Conditions and Instructions" page of this bid invitation, then sign the bid in the space provided on that page.

All State of New Hampshire bid invitations and addenda to these bid invitations are advertised on our website at: <http://admin.state.nh.us/purchasing/index2.asp>

It is a prospective Vendor's responsibility to access our website to determine any bid invitation under which they wish to participate. It is also the Vendor(s)'s responsibility to access our website for any posted addendum.

The website is update several times per day; it is the responsibility of the prospective Vendor(s) to access the website frequently to ensure no bidding opportunity or addenda are overlooked.

It is the prospective Vendor's responsibility to forward a signed copy (if the form has a signature block) of any addenda to the Bureau of Purchase and Property with the bid response.

INSTRUCTIONS TO VENDOR(S):

Read the entire bid invitation prior to filling it out. In the preparation of your bid response you shall:

- Complete the pricing information in the "Offer" section
- Complete all other required information on your officer
- Complete the "Vendor(s) Contact Information" section
- Complete the company information on the "General Conditions and Instructions" page, and sign the bid in the space provided on that page.

IF AWARDED A CONTRACT, The Vendor must complete the following sections of the attached agreement

State of New Hampshire Form #P-37;

Section 1.3 Contractor(s) Name

Section 1.4 Contractor(s) Address

Section 1.11 Contractor(s) Signature

Section 1.12 Name & Title of Contractor(s) Signor

Section 1.13 Acknowledgement

Section 1.13.1 Signature of Notary Public or Justice of the Peace

Section 1.13.2 Name & Title of Notary or Justice of the Peace

- Provide certificate of insurance with the minimum limits required as described above on Page 2.
- Provide a certificate of good standing from the NH Secretary of State or proof of your completion of and payment for the start of the registration process.

PROPOSAL DUE DATE:

All proposal submissions shall be received at the Business Office of the NH State Police Standards and Training Council no later than the date and time shown on transmittal letter of this Proposal. Submissions received after the date and time specified will be marked as "Late" and will not be considered in the evaluation process.

All offers shall remain valid for a period of one hundred and eighty (180) days from the proposal due date. A vendor's disclosure or distribution of proposals other than to DAS, Bureau of Purchase and Property may be grounds for disqualification.

PROPOSAL SUBMISSION:

This proposal may have been delivered to you in a facsimile or web based format. Vendor shall return their signed complete hard copy or complete fax copy offers to the Business Office of the NH State Police Standards and Training Council before the date and time above in "Proposal Submission".

Submission of proposal in its entirety via mail, or email (jason.p.sargeant@pstc.nh.gov) to:

JASON SARGEANT, Business Administrator
NH Police Standards and Training Council
17 Institute Drive
Concord NH 03301

Proposal responses shall be marked as:

State of New Hampshire JASON SARGEANT
Due Date: APRIL 16, 2014 @ 1:30 PM
Electrical Services

AWARD:

The award shall be made to the responsible Vendor(s) meeting the criteria established in this RFP and providing the lowest cost in total based on the scope of service found below. The NH State Police Standards and Training Council reserves the right to reject any or all bids or any part thereof and add/delete locations to the contract price. If an award is made it shall be, in the form of a State of New Hampshire Contract (s).

Any resulting contract(s) shall become effective on the date approved by the Governor and Executive Council for the State of New Hampshire.

NOTIFICATION AND AWARD OF CONTRACT(S):

Proposal results will not be given by telephone. For Vendors wishing to attend the proposal opening: only the names of the vendors submitting responses will be made public. Specific response information will not be given out. Proposal results will be made public after final approval of the contract(s).

Proposal results may also be viewed on our website at:

http://www.admin.state.nh.us/purchasing/bids_posteddte.asp.

SCOPE OF SERVICES:

The purpose of this proposal is to provide all labor, tools, transportation, materials, equipment and permits as necessary to provide the required level of services as described herein. The scope of work shall include items and work as described in the simulator room electrical scope of work included below at the State of NH Police Standards and Training Council Academy facilities located at 17 Institute Drive, Concord, NH 03301.

All work as defined in this scope of work shall be completed as defined herein. The Vendor shall submit a proposed schedule to the Police Standards and Training Council describing the timing of the services provided at the PSTC Academy facilities prior to the start of the services defined herein.